# Requirements for Proper Student Data Reporting

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# Common Logon Access

Link: https://www.ade.az.gov/CommonLogon/logon.aspx

- Common Logon is a secure portal that allows districts/charters access to the Department of Education's reporting applications such as LEA Calendar, SDDI (Student Detail Data Interchange, SAIS Online and Student Detail Reports (SDR).

- Common Logon access is needed for any individual who will be working with student data or submitting a calendar.

- Common Logon access will need to be requested by your Business Manager via an email to Enterprise@azed.gov.
  - The request needs to include the applicable school or LEA's CTDS number, first/last name, title, telephone number, email address, and requested permissions.

# LEA Calendar

- As mandated by A.R.S §15-1042, all Local Education Agencies (LEAs) are required to submit their data electronically in order to receive funding for their cost of educating students.  A calendar must be submitted in order for SAIS to accept the data and to calculate accurate ADM.

- The calendar is submitted through the "LEA Calendar" application within Common Logon.

- The LEA may submit, modify and activate their calendar(s) through August 31st.  For any calendar updates after August 31st, School Finance must make the change.  To request a change, complete a Calendar Change Request Form and email the form to your account analyst.

- The district/charter holder level calendar is the default calendar for all schools that do not have their own calendar.

> **IMPORTANT NOTE:**
> It is not necessary for a school site to submit a separate calendar if all students are following the instructional days of the district/charter holder calendar. However, a separate school calendar is required if session days for the school differ from the district/charter holder calendar.

# LEA Calendar, Continued

- The calendar must meet the minimum required instructional time as defined in A.R.S. §15-901 for brick and mortar schools.  This is summarized below:

| Grade | Minutes/Week | Hours/Year |
|---|---|---|
| Preschool | 360 | N/A |
| Kindergarten | N/A | 356 |
| 1 – 3 | N/A | 712 |
| 4 – 6 | N/A | 890 |
| 7 – 8 | N/A | 1,000 |
| 9 – 12 | N/A | 720 |

AOIs should not submit a calendar

- Typical number of calendar days by grade for the various school week types:

| | Head Start | Preschool Disabled-KG | 1-12 |
|---|---|---|---|
| **3 Day Week** | N/A | 104 Days | N/A |
| **4 Day Week** | 128 Days (Fed) | 144 Days | 144 Days |
| **5 Day Week** | 160 Days (Fed) | 180 Days | 180 Days |

- When creating a calendar, additional instructional time may be added into the school year to allow for emergency closure situations. In the event of an emergency closure, if, excluding the closure period, the annual required instructional minutes are still met, the district/charter **WILL NOT** need to make up the days.  See slide 4 or your account analyst for further instruction.

# CALENDAR

**District/Charter(LEA)**

(Track=N/A)
Defaults to Track 1 in the System
Submitted and Activated

**Elementary
PS-6**

Tracks 1-4 submitted & activated
(Grades K-6 follow the district calendar; PS has three separate calendars)

**JR HIGH
7-8**

No separate calendar submitted as the junior high follows the district calendar

**H.S.
9-12**

No separate calendar submitted as the high school follows the district calendar

**Track 1 (K-6)**
**Copy of**
**The District Calendar**

**Track 2 (PS)**
M,W,F

**Track 3 (PS)**
M,T,F

**Track 4 (PS)**
T,TH,F

**Integrity and aggregation validates these students against the district calendar**

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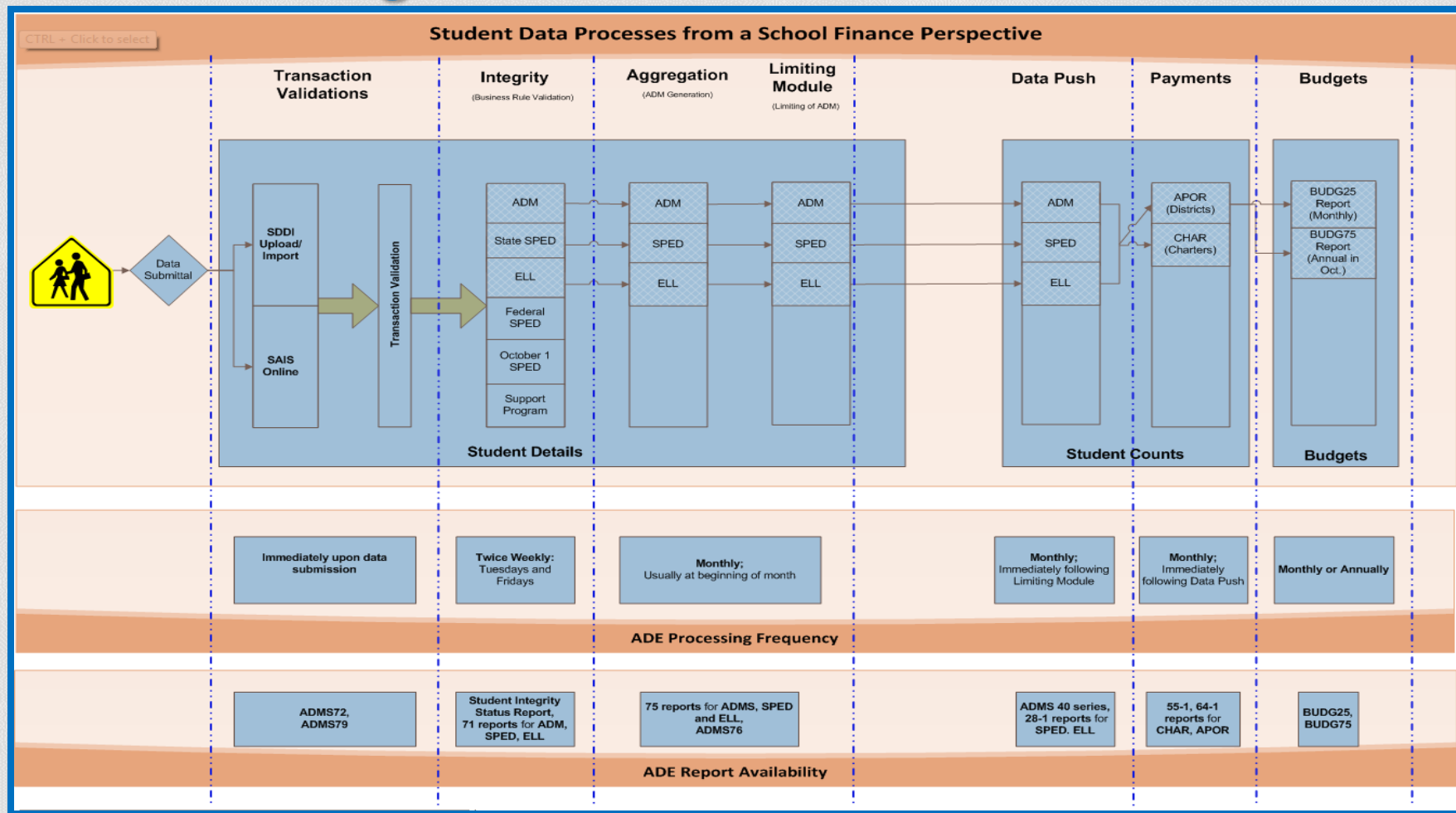# Reports Reconciliation:
## Understanding the Student Data Process Flow Chart



Student Data Processes from a School Finance Perspective

# Reports Reconciliation:
## Important Student Detail Reports in Common Logon

- **Review the reports in this order in order** to follow a student from the data submission through the student count reports.

- **Student Integrity Status Report** is updated after the student data has run through the integrity process.

- **SDADMS72-1** is a raw data report and is only available at the school level. This is updated when a district/charter submits student data and reflects the most recent changes. An important column on this report is the "Codes" column. This column indicates if the student has run through integrity or if there is a concurrency with another school.

| SAIS ID | School Student ID | Last Name | First Name | Nick Name | First Day of Membership | Last Day of Membership | Track Num | FTE | Tuition Payer | Special Enroll | HB | Reported Absence | Reported Attendance | Codes |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

- There is a legend on the last page that will list the various "Codes" in this column. For example, if the report indicates '4abc' combination , you will need to review the integrity status report and possibly fix data errors. If the report indicates '5abc' combination, you need to wait for integrity to process. If the code reflects 'N/A', this typically means the data processed and is waiting for aggregation to process.

# Reports Reconciliation:
## Important Student Detail Reports in Common Logon, Continued

- **SDSPED71-1,71-2/SDELL71** are raw data reports for SPED and ELL data. This is updated when a district/charter submits student data and reflects the most recent changes.

- **SDADMS/SDSPED/SDELL75-1, 75-3** are reports that will display the most recent aggregation results for ADM, LIM Mem Days, LIM ADM and are updated after monthly processing has completed.

- **SDADMS76** is known as the funding exclusion report. This report lists students whose records have passed integrity processing, but are ineligible for state funding. Typically this includes students with a tuition payer code of 2, 3, 4, or 6, preschool students without a Group B SPED need, or students who have reached their 22nd birthday and do not receive SPED services.

- **SDADMS79** is known as the dropout tracker report. This report lists students who have SAIS records indicating that they have a dropped out of school (withdrawal and summer withdrawal codes: W4, S4, W5, S5). Also this report will list whether or not these students had a subsequent enrollment in another Arizona district or charter school.  If a student has a 'Y' in the "Other Enrollment After Dropout" column, then it is confirmed that they did not drop out and the student's previous withdrawal code of W4, W5, S4 or S5 can be updated to a W1.

# Reports Reconciliation:
## New "Student Detail Reports" Application



*New* ➡️

◆ Student Detail Data Interchange
◆ Student Detail Reports
◆ Student Detail Transaction History
◆ Transportation Routes
◆ Vehicle Inventory

**IMPORTANT NOTE:**

The Student Detail reports are currently available through Common Logon within the "Student Detail Data Interchange" (SDDI) application.  We are currently going through the process of converting the reports to newer technology and placing them in a different application, also within Common Logon.  It is called "Student Detail Reports".

As reports are rolled out within the "Student Detail Reports" application, more information will be provided on the following web pages:  IT Bulletin Board, School Finance Hot Topics, OELAS Hot Topics, and ESS Data Management.

# Reports Reconciliation:
## Student Count Reports

- The student counts reports are generated after the Data Push process:
  - **ADMS45-1 Membership & Absence Report (DOA)** report is a district/charter holder level report. The report will show the Limited Membership Days, Reported ADM and privately paid or over 21 for 40th and 100th day.
  - **ADMS45-2 Average Daily Membership Attending Summary (DOA)** report compares, for a particular district, the current fiscal year attending ADM to previous fiscal year attending ADM.
  - **ADMS46-1 Recalculated State Aid ADM Counts (DOR)** report is an LEA report listing 40th and 100th day counts by grade. The count is not a physical count and will not reconcile with the numbers of students enrolled in Student Details. However, it will reconcile to the LIM Mem Days on the ADMS75 reports.
  - **SPED 28-1 SPED ADM Counts** report includes the resident SPED counts on which the LEA is funded, reports 40th and 100th day counts separately, and provides detailed information by SPED need categories. It will reconcile to the LIM Mem Days on the SDSPED75 reports.
  - **ELLS28-1 Student ELL Counts** report lists the ELL Group B counts for the District of Residence and the counts are broken down by 40th and 100th day. It will reconcile to the LIM Mem Days on the SDELL75 reports.

  - The reports can be accessed at  http://www.ade.az.gov/Districts/

# Reports Reconciliation:
## 915 Overview

- ## What is a 915?

  - A 915 allows student data and budget capacity changes for prior years, pursuant to ARS§ 15-915. We are currently accepting FY 2011, FY 2012, and FY 2013. However, due to system limitations, FY 2011 915s will need to completed by June 30, 2014.

  - If you need to open a 915, School Finance has published guidelines to assist you. The guidelines can be found at http://www.azed.gov/finance/files/2011/06/15-915-guidelines.pdf

  - A flow chart of the 915 process can be found at http://publicportal.ade.az.gov/sites/SF/BusinessInformation/Business%20Rule%20Documents%20and%20Presentations/Process%20Map%20-%20As-Is%20-%20Simplified.pdf

# Reports Reconciliation:
## 915 Overview, Continued

**Will opening a 915 increase or decrease my funding?**

- That is dependent on your LEA's unique situation.
- Examples of reasons for potential increases or decreases are below. This list is **NOT** comprehensive.
- An <u>increase</u> may be seen if:
  - Additional students are submitted to SAIS and the data corrections processed successfully through the 915 process, and
  - Proper report reconciliation is conducted by the LEA during the integrity/aggregation phase.
- A <u>decrease</u> may be seen if:
  - Summer Withdrawals are submitted.
  - A child attended multiple schools in the school year and shares the ADM. If at least one other LEA opens a 915 for the same prior year and updates that student's data, the ADM at all LEAs will be adjusted for the student.
  - A district/charter is adjusted for excessive absences for FY 2011 or 2012. This is determined after the data push is completed and the ADMS40-2 report is published.
  - Integrity and aggregation bugs are corrected and the fixes are retroactively applied to include prior years.

# Important Notes to Remember

- Want accurate ADM?  This is only possible when submitted SAIS data is accurate and timely.  To assist with this, we recommend that you submit your SAIS data and reconcile your reports weekly.

- Integrity kicks off twice a week (Tuesdays and Fridays) during current fiscal year.

- Aggregation is running at the beginning of the month starting October 1, 2013. Please see the following link for future processing dates: http://www.azed.gov/finance/2013/08/27/fy-2014-monthly-aggregation-processing-and-integrity-schedule/.

- Beginning FY 2014, aggregation will no longer wait 13 days past district/charter 40th and 100th day in order to calculate the 40th and 100th day ADM. The district/charter holder is eligible for aggregation processing and the calculation of ADM on the date in which **ALL** schools within the district/charter have reached 40th and 100th day.

# Questions??

**Student Data**

- Contact your [Account Analyst](#)

- **Payments**

[sfpaymentteam@azed.gov](mailto:sfpaymentteam@azed.gov)

- **Budgets**

[sfbudgetteam@azed.gov](mailto:sfbudgetteam@azed.gov)